



**TOWN OF CLARKDALE
DESIGN REVIEW APPLICATION
P.O. Box 308, Clarkdale, AZ 86324
928-634-9591**

Purpose of the Design Review Board: To review the exterior design of proposed new buildings, proposed alterations to buildings and major development or redevelopment projects in order to ensure that new development or redevelopment is compatible with the surrounding environment, and to preserve and protect the integrity and character of the Town of Clarkdale.

Preliminary and Final Reviews: The Design Review process is designed to have two reviews. The purpose of the preliminary review is to acquaint the applicant with the standards of design that are required. The final review is based on the final design drawings.

Scheduling: Applications for the Design Review Board must be submitted at least 30 days prior to the requested meeting date. The proposed development must conform to the applicable town codes, which may be discussed with the Planning Manager. The Design Review Board addresses design issues. The Board emphasizes landscaping as an integral part of the review process and overall site development, and may withhold a project's approval until landscaping plans are submitted per application requirements.

Action: The applicant or his/her representative must be present at the Design Review Board meeting to explain the proposed development or answer any questions. The Board may approve, approve with conditions, deny, or continue (table) a request. Following a Board meeting, a letter will be mailed to the contact person detailing the board's action.

Appeal: The applicant or any member of the Town Council may appeal any decision of the Design Review Board to the Town Council by filing written notice of appeal and any applicable fees with the Town Clerk within fifteen (15) working days of the date of the Board's action. The Council may uphold, modify or overturn the Board's decision.

Building Permit: After approval by the Board (or Council if appealed), a Building Permit must be applied for and obtained prior to the commencement of work. NO SUBSTITUTIONS OR MODIFICATIONS to the building, landscaping, signs or other portions of the project may occur without further notice and approval by the board.

Certificate of Occupancy: A final Certificate of Occupancy will not be issued, or final inspection passed, unless all required and approved improvements have been completed. Should the applicant wish to occupy the premises prior to the completion of all required and agreed upon improvements, the applicant shall provide financial assurance in a manner acceptable to the Town Manager (or his designee), or shall guarantee the work in a legally binding agreement between the applicant and the Town of Clarkdale.

Applications Not Requiring Full Board Reviews: Staff and one member of the Design Review Board have the authority to review and approve, approve with conditions, or disapprove applications. The Council, Board and applicant may appeal such a decision and have it forwarded to the full Board for consideration within (15) fifteen working days of the action.

For complete explanation of the Design Review Process see the Zoning Code Chapter 5, Section 17W.



DESIGN REVIEW STANDARDS CHECKLIST

Project Name: _____



IT IS EXTREMELY IMPORTANT THAT APPLICANTS PROVIDE PLANS THAT INCLUDE SAMPLES OF THE PROPOSED BUILDING MATERIALS, TEXTURES, AND COLORS.

THE BOARD WILL USE THE FOLLOWING CHECKLIST TO REVIEW THE APPLICATION.

1. ☐ **ARCHITECTURAL MERIT:** The architecture and design shall be visually compatible with the buildings, structures and places to which it is related.
2. ☐ **PROPORTION:** The relationship of the width of the building or structure to its height shall be visually compatible with the buildings, structures and places to which it is related or shall be maintained as original whenever feasible.
3. ☐ **OPENINGS:** The relationship of the width of the windows and doors, to the height of windows and doors in the building shall be visually compatible with buildings, structures and places to which it is related.
4. ☐ **PATTERN:** The relationships of solids to voids in a facade of a building or structure shall be visually compatible with buildings, structures and places to which they are related.
5. ☐ **SPACING:** The relationship of the building to the open space between it and the adjoining buildings shall be visually compatible to the buildings, structures and places to which it is related.
6. ☐ **ENTRANCES, PORCHES AND PROJECTIONS:** The height, projection, supports and relationship to streets and sidewalks, of entrances, porches, awnings, canopies and balconies of a building shall be visually compatible to the buildings, structures and places to which it is related.
7. ☐ **MATERIAL, TEXTURE AND COLOR:** The materials, textures and colors of the facade of a building shall be visually compatible with the predominant materials, textures and colors used in the buildings and structures to which they are related.
8. ☐ **ROOFS:** The roof shape and materials of a building shall be visually compatible with the buildings to which it is related.
9. ☐ **ARCHITECTURAL DETAILS:** Doors, windows, eaves, cornices and other architectural details of a building or structure shall be visually compatible with buildings and structures to which they are related.
10. ☐ **ACCESSORY FEATURES:** Garages, carports, sheds, enclosures, walkways, stairways, and landings shall be visually compatible with buildings and structures to which they are related.
11. ☐ **LANDSCAPING:** Landscaping shall be visually compatible with the landscaping around the buildings, structures and places to which it is related.
12. ☐ **LIGHTING:** Any on-site illumination shall be architecturally compatible to the overall project and not create a negative or visually detrimental effect on the building or neighboring properties.

Complete the following-Print or type (all blanks must be completed, if not applicable write "N/A"):

INFORMATION:

Property Address: _____ Zoning: _____
(Attach separate sheet if necessary)

Applicant Name: _____ Applicant Phone #: _____

Applicant mailing address: _____

Applicant's Relationship to Property Owner: _____

Property Owner(s) Name and Address: (Identify partners, corporation officer; specify ownership interest: fee, option, etc.)

Type of occupancy use(s)/classification(s) of the building: _____

Square footage of proposed structure (broken down by use in a mixed use project): _____

CONTACT PERSON:

Identify the person to serve as the contact person. This will be the only person notified by the Town of meeting schedules. It will be his or her responsibility to notify the other parties who may be involved.

Name: _____

Mailing Address: _____

Phone # _____

OWNER CERTIFICATION:

I certify that I am an owner and the information and exhibits herewith are true and correct to the best of my knowledge in filing this application. I am acting with the knowledge and consent of all persons in interest and understand that without the consent of all persons in interest the requested action cannot lawfully be accomplished. I give my permission for authorized officials of the Town of Clarkdale to enter the premises described in this application.

Signature: _____ Date: _____

Name (Printed): _____ Telephone #: _____

Mailing Address: _____ Town: _____ State: _____ Zip Code: _____

STAFF USE ONLY

Application Accepted By: _____ Date: _____ Time: _____

Fee Received: _____ Projected Design Review Board Date: _____

CRITERIA AND SUPPORTING MATERIALS

This application shall be accompanied by the following: (incomplete application submittals shall not be reviewed and will be returned to the applicant)

1. Payment of the Application Fee: (in the amount determined by resolution of the Town Council)

2. Site Plan:

- ☐ One full size site plan drawn to a scale not to exceed 1" = 100 ft.
- ☐ One site plan 8 1/2" x 11" copy with black lines sufficient to produce a crisp, clean copy.



IT IS EXTREMELY IMPORTANT THAT APPLICANTS PROVIDE PLANS THAT INCLUDE SAMPLES OF THE PROPOSED BUILDING MATERIALS, TEXTURES, AND COLORS.

Site Plan Must Show: (Please use the following as a checklist and submit with application.

ALL INFORMATION SHALL BE DRAWN TO SCALE AND DIMENSIONED.)

- ☐ North arrow
- ☐ Scale: Engineer's scale preferred
- ☐ Date of plan
- ☐ Name, address, phone number of applicant & owner
- ☐ Name, address, phone number of plan designer
- ☐ Name of project
- ☐ Lot size, including square footage and dimensions
- ☐ Existing zoning and use of adjacent properties
- ☐ Existing easements and rights-of-way
- ☐ Proposed easements and rights-of-way
- ☐ Existing curb cuts, paved areas and sidewalks on site and in adjacent rights-of-way
- ☐ Proposed curb cuts, paved areas, sidewalks, all dimensioned and drawn to scale (state highway access must be approved by ADOT)
- ☐ Existing waterways on or adjacent to the site
- ☐ Location of proposed structures, their use, dimensions, & locations noted with respect to property lines & bank of waterways, including roof overhangs & eaves, decks, balconies, outside stairs & landings
- ☐ Existing structures and their use
- ☐ Proposed structure height
- ☐ Number of units, if residential
- ☐ Location of existing and proposed lights, signs and fences (including: specifications, type, height, materials, code conformance, etc.)
- ☐ Proposed traffic controls and striping for parking areas. All lanes, driveways and parking spaces shall be dimensioned. Handicapped parking spaces must be constructed and marked in conformance with ADA requirements and are to be designated as such by a freestanding sign. Cross slope for handicapped parking may not exceed 2%.
- ☐ Trash disposal areas and enclosures, including specifications for enclosures
- ☐ Location and size of existing and proposed water and sewer service connections and tap sizes
- ☐ Location and size of water and sewer mains to which service connections will be or are made.
- ☐ Location and specifications for proposed or existing septic system
- ☐ Location of existing and proposed electrical lines and poles on site or adjacent to site
- ☐ Location of nearest fire hydrant

3. Grading and Drainage Plan:

- ☐ One full size plan
- ☐ One reduced plan 8 ½"x11" having black lines sufficient to produce a crisp, clear copy
- ☐ Location of detention/retention ponds, if any are proposed
- ☐ Two-foot contours or spot elevations
- ☐ Depth and slope of cut or fill areas
- ☐ Flow patterns and cross-sections of drainage channels and ditches
- ☐ Catch basins and inverts, where applicable

4. Landscape Plan:

- ☐ One full size plan, scale not exceeding 1" = 100'
- ☐ One reduced plan 8 ½" x 11" having black lines sufficient to produce a crisp, clear copy.
- ☐ A watering system noted on the plan
- ☐ All landscaping materials to be used, identified in a plant matrix
- ☐ Sizes (trees – 1 ½" caliper, measured 4" above ground; shrubs – 1 gal. min), varieties and number of plants to be installed or maintained
- ☐ Screen walls between development and more restrictive zone districts
- ☐ Square footage of landscaped areas
- ☐ Width of perimeter landscaping – 5 feet min., 10 feet adjacent to street frontage
- ☐ Parking lot landscaping – 1 tree per each 8 spaces minimum
- ☐ Street frontage – 1 tree per each 30 linear feet plus 1 tree or shrub for every 1,000 square feet of lot area

5. Building Elevations (materials, textures & colors):

- ☐ One complete, full size set of elevations
- ☐ One reduced set of elevations, 8 ½" x 11" or if colored, fifteen reduced sets, 8 ½" x 11"
- ☐ Clear indication of architectural design features, drawn to scale and fully dimensioned
- ☐ Color elevations or color chips
- ☐ Building materials to be used
- ☐ Location, color and size of building signage
- ☐ Screening of mechanical equipment, if proposed

6. Signage:

- ☐ One 8 ½" x 11" black lined drawing of the sign and color chips or fifteen 8 ½" x 11" colored drawings with the true sign colors
- ☐ Exact lettering style to be used
- ☐ Method of illumination
- ☐ Number of sign faces
- ☐ Height, dimensions and square footage of signage
- ☐ Sign materials
- ☐ Electrical specifications (if applicable)
- ☐ Method of attachment (if wall or projecting sign)
- ☐ Location of plant and landscape materials & list of plants including amount, size & type